



**Town of Hamilton Planning Board
PO Box 429, 577 Bay Road
Hamilton, MA 01936
978-468-5584**

MINUTES

June 18, 2013

Welcome – At 7:30 PM Chairman Peter Clark opened the meeting. Board members Rob McKean, Ed Howard, Rick Mitchell, Claudia Woods, Joe Orlando and Alternate Jeffrey Melick were present. Kristine Cheetham, the Planning Coordinator, was also present.

Planning Board Matters – The Board annual election meeting followed the Pledge of Allegiance. P. Clark informed the Board that he did not wish to serve as the Chair for the upcoming year. He felt it was time for a change. R. McKean nominated E. Howard as the new Chair. C. Woods nominated R. McKean as the Clerk. J. Orlando seconded the motions. All voted in favor. **ACTION:** Ed Howard was elected the Chair of the Planning Board and Rob McKean was elected as the Clerk.

E. Howard and the Board thanked P. Clark for his time served as the Chair.

Approval of Minutes - The Board discussed the minutes of three previous meetings; May 7, 2013, May 21, 2013 and June 4, 2013.

ACTION: R. McKean made a motion to approve them. E. Howard seconded. All voted in favor.

Public Hearing – 64 Goodhue Street – Scenic Roads Act

Chuck Johnson gave a presentation to the Board about the plans for 64 Goodhue Street. He reminded the Board that they approved the lot with an ANR in October 2012. He stated that is a buildable lot. Using the site plan, he demonstrated where the existing opening was along the stone wall, the location of the street poles and topography of the property. He explained that

portions of the stone wall would be removed but then used to fill in the old opening. The project will not remove any street trees.

E. Howard confirmed that the reconstruction process would not involve adding mortar. C. Johnson and the owners agreed that the current dry wall construction would remain. There are no plans to put decorative lighting on the stone wall. E. Howard shared the name of a book, Granite Kiss by K. Gardner, as a resource to the owners.

Bob and Nancy Baker, abutters to the property, asked a question about the width of the opening in the stone wall and the new location. C. Johnson explained that the opening would be about 20' – 22' wide and that the location was mid-way between the street poles and was suitable for access to the new house. He also confirmed that there is adequate sight visibility for the entrance.

ACTION: R. Mitchell made a motion to approve the removal and reconstruction of a portion of the stone wall along Goodhue Street, a scenic road in Hamilton. J. Orlando seconded. All voted in favor.

Site Plan Review Winthrop School – New Parking Spaces

Bill Derry, a representative of the town and Hamilton-Wenham Regional School District, presented a draft site plan for the Board to review relative to new parking spaces at the Winthrop School. He explained that there were funds available for a small amount of paving work through the recent appropriation for the schools. Mr. Derry noted that the Winthrop School technically meets the town bylaw requirements for parking spaces, however, on a daily basis needs more parking. There are 61 spaces required and 58 constructed.

The parking situation in the drive loop is not legal and does not allow enough space for a bus and a fire truck. He stated that the original intent was just to repave the loop, but he proposed two new parking areas to alleviate some of the difficulty with the site. The site plan demonstrates three changes: first, there will be two paved areas for bus parking, second, there will be roughly 14 new spaces in the loop in front of the building, and finally there will be a small parking lot added to the front of the site with roughly 14 spaces. The new spaces in front of the school will include three for handicap purposes nearest the existing curb cut. These spaces will encroach on the lawn area but will remove cars from the loop to increase the width of the drive aisle for fire trucks and the busses.

Mr. Derry also informed the Board that the public works departments for both Hamilton and Wenham will be performing the work with exception for the top coat of paving.

The members of the Board asked questions about the drainage in the lot. P. Clark was concerned that there may be problems with potholes around the school building. There is a sketched rendering of a catch basin near the new parking area but no engineering details provided. Mr. Derry and K. Cheetham noted that they had met with the DPW director who had plans to install

the catch basin. They did agree that the exact engineering details were not currently listed on the plan.

The Board also raised questions about the site lighting. Mr. Derry explained that there were no plans to add any lights. The rear lot has lights and the front area is well lit from Bay Road.

C. Woods also asked about landscaping. Mr. Derry replied that his goal was not to remove any of the existing trees or landscaping. There were no plans to add any new landscaping.

The Board had several questions about the site plan, in that the sketches were hand drawn on an old plan. The Board questioned the exact size of the parking spaces and the ability to keep the one space closest to the exit area in the new lot. There were no dimensions submitted with the plan. Mr. Derry suggested that the town DPW Director would be overseeing the work and may be able to certify the engineering associated with the catch basin.

The Board was concerned about accepting a plan without hearing from the DPW Director. The Board also asked for a more detailed and professional site plan.

Action: C. Woods made a motion to continue the meeting until July 2, 2013. R. Mitchell seconded. All voted in favor.

General Discussion

- Barr Grant Outline / Downtown Planning & Zoning – K. Cheetham provided the Board with copies of the Barr Grant scope of work. She explained the background for the grant and highlighted the upcoming process. One of the goals of the grant is to revisit the Willow Street Overlay District zoning. The grant is likely produce recommendations for a zoning change. The Planning Board will be in a position to follow up the planning effort with public hearings. She also asked the Board members to provide names of person(s) who may be interested in participating in the focus group and public meetings.
- Zoning Bylaw Discussion – The Planning Board reviewed the draft zoning bylaw outline provided by J. Orlando. J. Orlando explained that the bylaw as a document would benefit from an organizational update so that each section read in a similar fashion with a purpose, definitions, permitted uses, special permitted uses, prohibited uses, administrative procedures etc. The Board agreed that definitions were often lacking or in need of modernization. In general the Board agreed that it would be helpful to consolidate the bylaw with a format like what Joe presented. They also would like to see a matrix (chart) of all of the permitted uses by Residential Zone.

Bill Bowler, Chairman of the Zoning Board of Appeals (ZBA) added to the discussion about potential content improvements to the bylaw. He stated that the ZBA has been interested in a sign bylaw for a while. They also are seeing an increase in interest with

the in-law apartments. K. Cheetham reminded the Board that the use of in-law apartments is a strategy mentioned in the Housing Production Plan for addressing the needs of seniors and young working professionals.

There is a line item with a small amount of funding available to the Planning Board for something like a zoning bylaw update. The Board asked if the planning coordinator could determine how much of the zoning update could be completed with the available funds.

New / Old Business

- Decision Making – E. Howard asked for the Boards’ opinion on voting. He wanted to clarify the procedure for the Board because they do not officially follow Roberts’ Rules. He questioned, if the Board makes a decision to do nothing or take no action – should it result in a vote? The Board agreed if the decision to act or not act made policy then they should vote. If it was a lesser matter it did not warrant a vote.
- Summer Schedule – The Board agreed to the following summer schedule:

July 3, 2013

August 6, 2013

Adjourn

At 9:45 PM R. Mitchell made a motion to adjourn the meeting. R. McKean seconded. All voted in favor.